

Sales Officer

USS _____

FPO _____

Date: _____

Purchase Order: _____

To Whom It May Concern:

Request the following action:

- ☐ Copy of invoice in accordance with Fast Pay not received, please forward copy of invoice to the above address.
- ☐ Merchandise is in excess of delivery date. Please advise status.
- ☐ Invoice does not match purchase order amounts. If payment has not been received, send corrected invoice. If payment has been received, send credit memo or cash refund for difference.
- ☐ Credit invoice or cash refund covering merchandise returned has not been received. Please advise of status.

As per phone conversation with _____ regarding _____, I was instructed to:

Thank you for your prompt assistance in this matter.

Sincerely,

Sales Officer